

ASAM Designation Steps

Step 1 - Certification as an Addiction Treatment Services Provider Regular (ASR)

The requirements for this certification are listed below:

- Completed, signed and dated application for Certification as an *Addiction Treatment Services Provider* form (State Form 55376)
- A copy of the applicant's policies/procedures for the following:
 - Admission Criteria 440 IAC 4.4-2-4.5 (c)
 - Consumer Intake Assessments 440 IAC 4.4-2-4.5 (d)
 - Treatment Planning 440 IAC 4.4-2-4.5 (f)
 - Consumer Progress 440 IAC 4.4-2-4.5 (h)
 - Discharge Planning 440 IAC 4.4-2-4.5 (i)
 - Consumer Rights IC 12-27
 - Confidentiality 42 CFR 2
- Copy of accreditation letter from an accrediting agency approved by the Division. Also include a copy of the full accreditation agency report, the accrediting body's survey recommendations and your response to the recommendations. If you have applied for accreditation but have not yet received it, please provide proof that you applied.
- Statement of Understanding and Compliance with 440 IAC 4.4

Step 2 – Certification as a Sub-acute Facility

The requirements for this certification are listed below:

- Facility Fact Record, State Form 48160, for each facility. DMHA needs contact information (contact name, phone number and email address) to give to the Fire Marshall for scheduling an inspection.
- A floor plan which includes all room sizes. Identify number of occupants per bedroom. Identify the number of toilets, showers/tubs and lavatories available for clients.
- If facility is a new residential facility, documentation is needed from the local zoning authority to occupy and operate a sub-acute on the site.
- Facility Description that includes the following items:
 - Services offered at the facility
 - The resident populations to be served
 - Admission, transfer and discharge criteria
 - Facility goals, including staff positions to accomplish these goals, and community resources that will be utilized to meet the residents' needs
 - Facility philosophy and treatment orientation

Step 3 – ASAM Designation Application

Once you have become certified with DMHA as an Addiction Treatment Services Provider Regular (ASR) and Sub-Acute Facility the next step is to apply for your ASAM designation.

The requirements for this designation are listed below:

- Completed, signed and dated *DMHA ASAM Residential Designation Application*.
- A site visit from DMHA.